

SECTION L
INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. SOLICITATION PROVISIONS INCORPORATED BY REFERENCE
(FAR 52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.arnet.gov>
<http://www.doi.gov/pam/1452-3.html>

FEDERAL ACQUISITION PROVISION (48 CFR CHAPTER 1)

**CLAUSE
NUMBER**

DATE

TITLE

52.215-1	JAN 2004	INSTRUCTIONS TO OFFERORS, COMPETITIVE ACQUISITIONS
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DOI ACQUISITION REGULATION (48 CFR CHAPTER 14)

NUMBER

DATE

TITLE

1452.215-71	APR 1984	USE AND DISCLOSURE OF PROPOSAL INFORMATION -- DEPARTMENT OF THE INTERIOR
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2. TYPE OF CONTRACT
(FAR 52.216-1) (APR 1984)

The Government contemplates award of a Performance Based Requirements Firm-Fixed-Price Contract **with provisions for Economic Price Adjustments**. Unit prices and loaded labor rates will be negotiated **with provisions for Economic Price Adjustments for the possible 10 year contract term**.

3. **SERVICE OF PROTEST**

(FAR 52.233-2) (AUG 1996) (DEVIATION)

- A. Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), or the General Services Board of Contract Appeals (GSBCA) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

JoAnne Grove, Contracting Officer
National Park Service
Harpers Ferry Center
Office of Acquisition Management
P.O. Box 50, **230 Zachary** Taylor Street
Harpers Ferry, West Virginia 25425-0050

- B. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.
- C. A copy of the protest served on the Contracting Officer shall be simultaneously furnished by the protester to Department of the Interior, Assistant Solicitor for Procurement and Patents, 1849 C Street, N.W., Room 6511, Washington, DC 20240.

4. **AUTHORIZED DEVIATIONS IN PROVISIONS**

(FAR 52.252-5) (APR 1984)

- A. The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.
- B. The use in this solicitation of any Department of Interior Acquisition Regulation (48 CFR Chapter 14) provision with an authorized deviation is indicated by the addition of "Deviation" after the name of the regulation.

5. **INQUIRIES, CLARIFICATIONS AND CORRESPONDENCE**

Inquiries and all correspondence concerning this solicitation document must be submitted via e-mail to **melody_wolfe@nps.gov** on or before **February 4, 2005**. Specific questions must reference specific parts of the solicitation and include page numbers.

6. **RETENTION OF PROPOSALS**

Original unsuccessful proposals submitted in response to this solicitation will not be returned. One copy will be retained by the Government. All other copies will be destroyed after contract award. Samples will be returned upon request.

7. **SIGNATURE OF PROPOSAL**

The person signing the proposal on behalf of the offeror must have the authority to commit the offeror to all of the provisions of the proposal.

8. **PROPOSAL INSTRUCTIONS TO OFFERORS**

- A. Prior to submission of proposals, offerors are expected to reach a complete understanding of the requirements of this solicitation by careful study of the entire Request for Proposal and by application of qualified knowledge and experience. The Government will consider an offeror's noncompliance with these instructions to be indicative of the type of conduct that it may expect from the offeror during contract performance.
- B. The Government will evaluate the proposals submitted in accordance with the evaluation factors set forth in Section M of the solicitation and select the best value for award. A single contract for one year with four one-year options and up to five additional years of performance for 'award term' periods at the unilateral option of the Government is contemplated.
- C. Proposals will be evaluated based on both written technical proposals and oral presentations.
- D. Your proposal should be provided in three parts as follows:
 - Part I - Past Performance References
 - Part II - Technical Proposal
 - Part III - Business Management/Cost Proposal

All of the Parts should be separate and complete so that evaluation of one may be accomplished independently of, and concurrent with, evaluation of the other. Pricing details **should not** appear in the technical proposal.

- (1) **Past Performance References** are required on or before **January 18, 2005** and will be Part I of the proposal submission.

References should be submitted to the following address:

Through United States Post Office Mail:

National Park Service
Harpers Ferry Center
Office of Acquisition Management
P.O. Box 50
Harpers Ferry, West Virginia 25425-0050

Through Express Mail:

National Park Service
Harpers Ferry Center
Office of Acquisition Management
Administration Annex
230 Zachary Taylor Street
Harpers Ferry, West Virginia
25425

Late references will be accepted but viewed as indicative of how the offeror may perform under the contract.

- (2) **Technical and Business Management/Cost Proposals** are required on or before **February 18, 2005** and will be Parts II and III of the proposal submission. Late proposals will not be accepted. (Refer to FAR 52.215-1, Instructions to Offerors, Competitive Acquisitions). The Government will consider how well the offeror complied with the instructions for submission of the Technical and Business Management/Cost Proposal as indicative of how they may perform under the contract.
- E. The successful proposal, including any other information presented in either the oral presentation or in negotiations, will become part of the contract. The Contractor will be required to perform as proposed in response to the solicitation. Offerors are cautioned that their proposal statements will become contract requirements in the event that they are awarded the contract.
- F. The Government may reject an offer as non-responsive if it is materially unbalanced. An offer is unbalanced when it is based on prices significantly less for some sign components and prices that are significantly overstated for others.

G. The requirements for each proposal Part follow:

(1) **PART I - PAST PERFORMANCE REFERENCES**

- (a) The offeror should provide three references for each Contractor Function set forth in the work statement (Manufacturing, Program Advancement, Customer Support, and Planning and Design). Ideally, this will be three different contracts that are similar in size, complexity, and nature to this program. References should represent the involvement of the proposed **Program** Manager and Key Personnel. Past performance information submitted should represent work which is either on-going or has been completed during the past **10** years.

When subcontractors will perform major aspects of the work, past performance of subcontractors *must* also be submitted and evaluated. Three references for each major subcontractor is required. Again, references should involve the **Key Personnel** proposed for this effort.

Offerors that are newly formed entities, without prior Federal, State or Local Government contracts, should list contracts, subcontracts, or other related work experience with previous employers.

Submit a completed Page 1 of Attachment **R** for each reference.

- (b) Offerors may provide information on problems encountered on the contracts and subcontracts identified, and corrective actions taken to resolve those problems. Offeror should not provide general information on their performance for the identified contracts. General performance information will be obtained from the references.
- (c) Each offeror will be evaluated on performance under existing and prior contracts for work similar in **size, scope, and/or** complexity to that required by the solicitation. Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to ensure best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the **size, scope, and/or complexity** of each referenced contract submitted. The Past Performance Questionnaire, Attachment **R**, will be used to collect this information. References other than those identified by the offeror may be contacted by the Government with the information received in the evaluation of the offeror's past performance.
- (d) In the case where no relevant experience exists within the offeror's

organization, the offeror's lack of past performance will be evaluated as an unknown performance risk, and treated as neutral.*

**In the case of an offeror with respect to which there is no information on past performance, or where information on past contract performance is not available, the offeror will not be evaluated favorably or unfavorably on the factor of past contract performance. In other words, past performance will be treated as neutral. This will be accomplished by giving a new firm the average score of the other competing offerors.*

(2) **PART II - TECHNICAL PROPOSAL**

- (a) The Technical Proposal should be submitted in an original and four copies. It should contain a cover page with RFP title, number, and name of your organization; and address the sections that follow. **The Technical Proposal should be indexed and tabbed in notebook form and it should not exceed 200 pages in length.** An executive summary of up to **ten** pages should be included in the 200 pages along with an organizational chart and information pertaining to corporate identity, experience, **and your timeline and plan for all contract phase-in activities.** The **Program** Manager and all proposed Key Personnel should also be identified on the organizational chart in the executive summary. All pages should be consecutively numbered. One complete proposal should be clearly marked "ORIGINAL" on the cover page and on the interior title pages. In the case of discrepancies between various copies, the "ORIGINAL" copy will take precedence. All other submissions should be marked "Copy of Proposal".
- (b) The Technical Proposal should be divided into six sections. The first section should contain the Executive Summary. The next **four** sections should correspond to the four major Contractor Functions in the Work Statement. The last section should contain any deviations or exceptions taken in respect to the entire program.

1) **Executive Summary**

2) **Manufacturing**

- a) Manufacturing
- b) Warranty Information**
- c) Packaging, Marking and Shipping
- d) Delivery
- e) Environmental Performance Plan

3) **Planning and Design**

- a) Park Sign Surveys
- b) Sign Plans

4) **Customer Support**

- a) Website **and Database** Design and Development
- b) Online Ordering System
- c) Customer Service
- d) **Installation Guidance**
- e) Preparation and Archiving of Production Files
- f) Reporting

5) **Program Advancement**

- a) Environmental Performance Plan
- b) Research and Development
- c) **Process Engineering and Marketing**
- d) **Other Activities - as set forth in Comprehensive Plan (i.e., Training and Communication Plans)**

6) **Summary of Deviations and Exceptions**

On each page of the Technical Proposal, in the right hand margin, reference should be made to the corresponding Section C requirements.

Example: Park Sign Surveys, C-9.1

- (c) Each Contractor Function will be evaluated using the evaluation criteria set forth in Section M (See Page M-5). Accordingly, your proposal should first be divided into the four major Contractor Functions, and associated sub-functions, and then subdivided to also address Evaluation Criteria B through E for each Contractor Function and **Criterion F** for Manufacturing and Program Advancement. Additional information required for Evaluation Criteria A, B, C, and E are specified in Paragraph (e), Subparagraphs 1), 2), 3), and 4) which follow.

(d) Contractor Functions include:

1) **MANUFACTURING**

The offeror should present a comprehensive and detailed proposal for the purchase and/or manufacture and distribution of signs and sign components.

This Part must address the full scope of subjects relevant to this function as required by Section C, and address each subject as it relates to **Criteria A** through **F**.

Specifically, address the following:

a) **Manufacturing**

- sources of materials and components including environmental performance;
- work to be performed by subcontractors, including the possible use of UNICOR as a subcontractor (refer to Section C, Part C-8.1.B);
- creation of sign prototypes, **as may be appropriate;**
- **gradual phase-in of a** maintenance of a rapid response system of standard sign types and associated components that are frequently requested;
- methods and levels of stocking raw materials;
- inspection systems;
- quality control;
- storage of finished signs and sign components, **as may be appropriate;**
- matching products to customer orders;
- determination of usage history; **and**
- minimum and maximum stock levels of products, procedures for ordering inventory, methods and controls of storage, environmental conditions of storage, **as may be appropriate.**

b) **Warranty Information**

- **provide a complete listing of all products that are warranted, with a detailed statement indicating the terms and conditions of each warranty.**

c) **Packaging, Marking and Shipping**

- distribution procedures (i.e., packing; checking; and shipping orders); and
- the ability to track and account for items, timelines, and packing.

d) **Delivery**

- shipping of finished goods throughout the continental United States, Alaska, Hawaii, Puerto Rico, and other U.S. possessions and territories.

e) **Environmental Performance Plan**

Establishment of a plan and process to implement and maintain the following:

- commitment to environmental performance, both at the time of contract startup, and throughout the life of the contract;
- commitment to reduced packaging including:
 - ◆ reduction of packing and filling materials and/or use of biodegradable packing and filling materials at contract commencement, and throughout the life of the contract; and
 - ◆ take-back/return of re-usable packaging at contract commencement, and throughout the life of the contract.
- commitment to use recycled-content items in accordance with, or to a greater degree than, the applicable EPA Comprehensive Procurement Guidelines (CPG) for all such items at contract commencement, and through the life of the contract;

- commitment to use biobased-content items in accordance with, or to a greater degree than, the applicable EPA guidelines for all such items at contract commencement, and throughout the life of the contract; and
- commitment to waste reduction and recycling of metals, plastics, aluminum, paper, pulp-based items in connection with the manufacture and assembly of deliverables under this contract.

The accepted Environmental Performance Plan will become the Comprehensive Plan for Environmental Performance specified in Section C, Subpart C-8.2.C, Page C-32.

Timelines and staffing for all plans and processes should be provided. Potential problems should be discussed along with anticipated alternatives.

The offeror should explain their current program and indicate how it will phase-in additional requirements and improvements over the life of this contract.

The offeror should provide samples of at least two completed sign projects that were produced within the last **ten** years, which demonstrate the ability of proposed personnel and designated subcontractors. Samples provided should demonstrate the ability to produce work similar in size, scope and/or complexity. At a minimum, provide samples that demonstrate the ability to produce, manufacture, and install signs, sign components and interpretive wayside exhibits. A minimum of three photographs of the completed project is required. Associated shop drawings for the completed projects should also be submitted.

2) **PLANNING AND DESIGN**

The offeror should present a comprehensive and detailed proposal for providing environmental graphic planning and design services as they relate to the development and documentation of specifications that prescribe the form, material composition, content, location, and/or installation of a set of signs or individual signs and sign components.

This Part must address the full scope of subjects relevant to this function as required by Section C, and address each subject as it relates to **Criteria A** through **E**.

Specifically, address the following:

a) **Park Sign Surveys**

- creation of plan sign surveys.

b) **Sign Plans**

- creation of sign plans;
- concept design drawings, production drawings and written specifications, associated cost estimates; and
- computerized sign production files necessary to the manufacture and installation of specific signs.

The offeror should provide samples of at least two completed planning and design projects that were produced within the last **10** years, which demonstrate the ability of proposed personnel and designated subcontractors. Samples provided should demonstrate the ability to produce work similar in size, scope, **and/or** complexity. Provide samples that demonstrate the ability to do planning, and design work, (i.e. surveys, sign plans, drawings, research reports, resource information, and text writing). A minimum of two and no more than four photographs of completed design projects is also required.

3) **CUSTOMER SUPPORT**

The offeror should present a plan for providing assistance to the manufacturing and supply process. The offeror should describe its plan and policies pertaining to customer support.

This Part must address the full scope of subjects relevant to this function as required by Section C, and address each subject as it relates to **Criteria A** through **E**.

Specifically, address the following:

a) **Website and Database Design and Development**

- design and structure of a website, including the creation and maintenance of an online ordering system as a component of the National Park Service UniGuide website;
- **National Park Service preferred enterprise database applications (Oracle and Microsoft SQL Server;**
- software and hardware that will be used to manage, track, and report different aspects of the program; and
- the reports that will be created by the data system.

b) **Online Ordering System**

- describe the step-by-step processing and filling of an order from start to finish with timelines for all ordering elements including how processing of standard sign types and associated hardware (Refer to Section C, Part C-**10.3.B** and Section G, **Paragraphs** 5 and 6) orders will be handled;
- describe park and/or region orders and how billings will be handled; and
- **describe** system back-ups, data interchange, computerized ordering, confidentiality of information, user support and application management.

c) **Customer Service**

- quality control organizational procedures;
- personnel who will perform this function;
- how personnel will work with everyday customers;
- how responses and resolution of customer complaints will be handled; and
- address the plan and procedures to be used annually to closeout the program.

d) **Installation Guidance**

- how parks will be assisted in locating local Contractors to provide sign installation services.

e) **Preparation and Archiving of Production Files**

- describe the steps and processes for archiving digital files and production materials for future use; and
- explain your plan for backing up materials on a regularly scheduled basis.

f) **Reporting**

- describe the reports that will be created by the data system; and
- include all reports that are required by Section C and any other reports that you think would be useful.

g) **Disaster Recovery**

- Timing and plan for disaster recovery for the entire UniGuide data system.

The offeror should provide samples of at least two projects where web-based information, ordering or management websites were developed. These samples should demonstrate the ability of proposed personnel and/or designated subcontractors to produce work similar in size, scope and/or complexity. Provide an actual **URL** site and/or web address of any web-based information, ordering, or management website(s) that has been developed.

4) **PROGRAM ADVANCEMENT**

The offeror should present a plan for providing consistent and successful use of the UniGuide Sign Standards.

This Part must address the full scope of subjects relevant to this function as required by Section C, and address each subject as it relates to **Criteria A** through **F**.

Specifically, address the following:

a) **Environmental Performance Plan**

Establishment of a plan to introduce and implement the following:

- new product information on environmentally preferable products and environmentally preferable product attributes;
- industry innovations; and
- identification of alternative sources and processes that may be used.

b) **Research and Development**

- establishment of a plan and process to ensure continuous improvement of the products and services are provided.

c) **Process Engineering and Marketing**

- marketing of the program and informing NPS personnel about the **value** of the standards **and their use**.

d) **Other Activities**

As set forth in Comprehensive Plan (i.e., Training and Communication Plans)

(e) **Additional Information for Proposal Preparation**

The following additional information should be included for each Contractor Function as they apply to Criteria **A through F**:

- 1) In the area of ***Relevant Prior Experience (Criterion A)***, your prior experience should be linked to the Past Performance references provided in Part I of your proposal submission.

Include both the prior experience of the **Program Manager** and Key Personnel. You should also include any **relevant** information pertaining to past experience managing or performing contracts for:

- planning and design projects
- manufacturing
- programs with:
 - diverse components;
 - multiple sources;
 - many ordering entities and delivery points;
 - high volume distribution centers;
 - complex database systems;
 - large inventory and control systems;
 - large customer service entities; and
 - diverse research capabilities mindful of environmental performance.

This should include the environmental preferability of materials and products created or used at any point in the sign production process and/or the environmental compliance of facilities, including both offeror and subcontractor facilities, at any point in the production process.

- 2) In the area of ***Program Management and Quality Control (Criterion B)***, you should include both company policy issues and specifics of quality control programs. Implementation of the UniGuide Sign Standards, implementation of all of the standards set forth under Section C-9.4 of Section C, and associated standards outlined in Section J, prototype production, and inspection, production line methods, and program accountability are examples of subjects that may be appropriate. This element is of importance in management of complex systems, information services, and inventory control systems as well.
- 3) In the area of ***Personnel (Criterion C)***, you should **identify the Program Manager, Key Personnel and** include your staffing plans for all Contractor Functions.

Your staffing plan should designate Key Personnel for each Contractor Function. Resumes for personnel proposed for each Contractor Function should be provided. Resumes should include:

- Individual's name and title;
- Past employment or work experience, including the name of the employer;
- Education and/or formal training; and
- Specialized experience, which relates to the performance of work under this contract.

Exclude information that is not relevant to the person's designated role in this project.

- 4) In the area of ***Samples of Work (Criterion E)***, and to the extent possible, samples should relate to the Past Performance references. Samples of work must demonstrate capabilities of personnel and major subcontractors proposed for use under this contract. If no samples exist for the current employer, provide samples of work produced under previous employers.

All samples shall include the following information:

- (i) Name of Contractor, including the name of the person who performs the work;
- (ii) Client name, including the name, address and telephone number of person to contact;
- (iii) Name of project;
- (iv) Contract number;
- (v) Contract type;
- (vi) Description of the specific work **and related Contractor Function**;
- (vii) Name and specific job responsibilities of personnel, including subcontractors **and/or team members**, who worked on the sample project;
- (viii) Completion date, or stage of completion, if still in progress; and
- (ix) Cost, original and final.

You should submit samples that represent the work of the organization and that have been produced by personnel and major subcontractors proposed for use under this contract. Samples submitted that do not represent work done by individuals that are not proposed under this contract will not be evaluated.

(f) **SUMMARY OF DEVIATIONS AND EXCEPTIONS (IF ANY)**

In this section, the offeror should fully explain any deviations, exceptions, or conditional assumptions taken with respect to this Request for Proposal. Any exceptions taken to the Work Statement should have amplification and justification in order to be evaluated. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions not providing obvious benefit to the Government, however, may result in rejection of your proposal as technically unacceptable.

(3) **PART III - BUSINESS MANAGEMENT/COST PROPOSAL**

- (a) The Business Management/Cost Proposal should be submitted in an original and **one** copy. It should contain a cover page with RFP title, number, and name of your organization. All pages should be numbered. One complete proposal should be clearly marked “ORIGINAL” on the cover page and on the interior title pages. In the case of discrepancies between various copies, the “ORIGINAL” copy will take precedence. All other submissions should be marked “Copy of Proposal”.
- (b) **Standard Form 26.** Complete and sign four original copies of Standard Form 26, Award/Contract.
- (c) **Section B.** Supplies or Services and Price/Costs. *The Government intends to make a single contract award and will consider for evaluation only those proposals that commit to provide all contract line items set forth in Section B.*

Provide either a loaded labor rate or a unit price for each individual labor category and line item set forth in Section B.

The prices proposed in this section are the **ONLY** prices required or desired, and therefore they **MUST** include all costs and should be fully loaded with overhead, G&A, markup, material handling, and profit. They should include **program** management and quality control, website development and maintenance, reports, travel, training, workshops, and a national conference.

- 1) **Loaded labor rates** should be provided for every labor category identified on Page B-1. Additional labor categories will be considered but must be clearly defined for addition to the position qualifications specified in Attachment **D**.
- 2) **Unit prices** should be provided for every configuration shown in **Section B, Paragraph 1(C), Motorist Guidance and Traffic Regulatory Signs, Paragraph 1(D), Park and Facility Identification Signs, Paragraph 1(E), Visitor Information Signs, and Paragraph 1(F), Standard Sign Catalog**. Excel spreadsheets are provided to aid in this process. The spreadsheets are separated by Category.

Section B, Paragraph 1(C), Motorist Guidance

Provide pricing for a complete assembly minus the posts. Posts are typically provided by the parks or are available from local sources. A complete assembly would include the panel(s) and corresponding attachment rails. All possible sizes for Motorist Guidance Signs are included on this spreadsheet.

Section B, Paragraph 1(D), Park and Facility ID

Provide pricing for a complete sign assembly. This assembly will include all panels, posts, rails, and hardware. Pricing sheets are provided for one-sided and two-sided signs for post and panel, monolithic base, and hanging assemblies. Additional pricing sheets are provided for an individual panel and an individual blank panel. All possible sizes for Park and Facility ID are included on the spreadsheets.

Section B, Paragraph 1(E), Visitor Information Sign

Provide pricing for a complete sign assembly. This assembly will include all posts, rails, core panels, and hardware. The assembly price will not include the cost for a graphic panel; a separate set of component price sheets are provided for this. The assembly codes indicate the assembly type, panel size, and number of core panels. For example, an A.1-60/40-2C is an A.1 type of assembly with two 60 x 20 panels and two core panels. It will also have a top rail, bottom rail, and a center rail. A graphic diagram accompanies each of the listings. All possible sizes and configurations for the VIS are included on the spreadsheets.

Additional pricing sheets are provided for pricing individual components within the VIS. This includes the panels, rails, posts, and other components.

Section B, Paragraph 1(F), Standard Sign Catalog

Pricing sheets are provided for traffic regulatory, traffic warning, and parking regulatory. These sheets include a diagram of the sign and the most common MUTCD sizes for prices.

- 3) **Quantity Discounts** – Purchases made in large quantities (i.e., sign assemblies, components and replacement parts) shall be subject to quantity discounts. The Offeror shall propose their plan to provide price reductions when large quantities are ordered.
- 4) **Shipping costs** are not included in the unit prices above. Shipping costs will be proposed, negotiated, and will be included in each individual order in accordance with the Contractor's Comprehensive Plan for shipping (Refer to Section C, Part C-8.3.C Shipping).

- (d) **Cost Proposal.** *Provide a detailed cost proposal* that will adequately establish the reasonableness of the loaded unit prices and loaded labor rates proposed. Provide a separate itemized breakdown showing the actual cost of the individual components, including overhead , material handling, G&A, and profit.

This information is critical in order to provide baseline data for both the Economic Price Adjustment Clause and replacement parts that are not individually priced in Section B.

- (e) **Shipping Costs.** Provide information which **will fully explain how** you will ensure that the **most economical** method will be used. (Refer to Section C, Part C-8.3.C Shipping).
- (f) **Warranty Information.** **Provide a complete listing of all products that are warranted, with a detailed statement indicating the terms and conditions of each warranty.**
- (g) **Financial Capability.** Provide a copy of your most recently, **account prepared and/or** certified financial statement. Indicate whether or not your firm has the necessary financial capability, working capital, and other resources to perform the contract without assistance from outside sources.
- (h) **Subcontracts.** In those cases where an offeror does not have full in-house capability and anticipates significant use of major subcontractors to provide the needed support, the offeror should provide the same detail concerning the major subcontractor as provided by the prime contractor. ***The terms of each major subcontract should be fully explained in the technical proposal. Major subcontracts must include certain general provisions and contract articles from the prime contract.*** Any difference in the rates and/or unit prices proposed (in Section B) by the subcontractor to the offeror and the rates proposed by the offeror to the Government for the subcontract work should be fully explained.
- (i) **Audit.** Offerors are to indicate the cognizant Government audit agency responsible for auditing and reviewing their accounts and records. If a review has taken place within the past twelve months in connection with any other Government prime contract or subcontract, indicate the date of the review, the agency initiating the requirement and the cognizant agency personnel. If no audit has been performed, so state. The Contracting Officer may request an audit if one does not exist.

- (j) **Automated Equipment.** Describe any automated equipment such as computer hardware, software, peripherals and modems, currently in use by your firm and available for use in the preparation of work under this contract. Describe any new purchases anticipated if awarded this contract.
- (k) **Acceptance Period.** Because of the time required by the Government to evaluate proposals adequately, offerors are requested to specify a proposal acceptance period of not less than **240 DAYS**.
- (l) **Forms.** Original copies of the following forms should be completed and affixed to the original Business Management/Cost Proposal:
 - (i) Automated Clearing House (ACH) Payment Enrollment Form;
 - (ii) SF-LLL, Disclosure of Lobbying Activities;
 - (iii) DI-1963, Certification Regarding Lobbying; and
 - (iv) Section K, Representations, Certifications and Other Statements of Offerors.

Do not duplicate for each copy of the proposal.

This section should also stipulate that the complete proposal is predicated upon all terms and conditions of the Request for Proposal.

(4) **ORAL PRESENTATIONS**

Offerors whose proposals are determined to be in the competitive range, will be given an opportunity to provide additional information for evaluation and augment their written proposal through an oral presentation. It is anticipated that oral presentations will occur during the week of **March 28 – April 1, 2005**. Information provided during this oral presentation will be evaluated and incorporated in your proposal.

Offerors whose proposal submissions are determined to be in the competitive range will be notified on or before **March 11, 2005** of the exact time and date for their oral presentation.

Each offeror will be allowed seven hours for the oral presentation as follows:

- (a) One hour for setup;
- (b) Four hours for presentation; and
- (c) Two hours for clarifications.

Instructions for Oral Presentations follow:

- (a) **Oral Presentation Topics**. Offerors may determine the structure of their individual presentations but the following information must be presented within a four-hour time period:
 - (i) **Corporate Experience** - Provide a short introduction of your firm; include an explanation of the organization using the organizational chart in the written proposal; identify the **Program** Manager and Key Personnel proposed for the program; and discuss what priority this project will be given within your organization.
 - (ii) **Prior Experience** - Discuss both the **relevant** prior experience of the **Program** Manager and Key Personnel. You should also discuss any relevant information pertaining to past experience managing or performing contracts mindful of environmental performance.
 - (iii) **Phase-In Plan** - Describe your phase-in implementation plan. Include your plan to design and maintain a website and associated databases that will be the entry point for inform information to designated parks for sign plans, ordering, prototype fabrication, acquire and maintain dies, other sign component information, and how environmental compliance will be implemented and maintained across the Contractor Functions. Discuss provisions for implementation of an online ordering system to allow designate park personnel to place orders for all categories of signs, and eventual inclusion of financial transactions.
 - (iv) **Personnel** - Augment resumes for each Contractor Function with information on personnel qualifications, experience and capability. In particular, the panel will be interested in the qualifications and experience of the **Program** Manager and Key Personnel and the Environmental Performance Coordinator. Also include the same information for the labor categories identified in Section B for planners **and** designers, as well as information management and **the** customer service personnel proposed.

- (v) **Program Management and Quality Control** - Introduce your plan for **Program** Management and Quality Control. Refer to the evaluation factors under **Program** Management and Quality Control including your efforts in the area of environmental performance.
- (vi) **Environmental Performance Plan** – Discuss your plans and processes to be implemented in the area of Environmental Performance under both Manufacturing and Program Advancement.
- (b) **Location of Presentations** - Oral Presentations will be held at the National Conservation Training Center, Shepherd Grade Road, Shepherdstown, West Virginia.
- (c) **Form of Presentation** - Offerors will make their oral presentations in person to the Technical Evaluation Panel. Submission of videotapes for evaluation is not authorized.
- (d) **Time Allowed for Presentations** - Each offeror will have a maximum of four hours to make presentations.
- (e) **Offeror's Presentation Team** - The offeror's **Program** Manager and individuals proposed to fill key positions must make the presentation. For example, the Key Personnel responsible for **Program** Management should present this area while the Key Personnel responsible for Quality Control should present this area.
- (f) **Documentation** - At the start of the oral presentation, the offeror should provide a listing of names, firms and position titles of all presenters and eight copies of any presentation materials. This documentation will become part of the Offeror's technical proposal. The Government will not accept any additional documentation or materials for evaluation after this presentation. ***Price or cost information SHOULD NOT be included in the presentation narrative or documentation.***

- (g) **Clarification of Oral Presentation Points** - After completion of the oral presentation, the Government may request clarification of any points addressed which are unclear and may ask for elaboration by the offeror on any point which was not adequately supported in the presentation or written documentation submitted. Any such interchange between the offeror and the Government will be for clarification only. The time required for clarification will not exceed two hours and will not be counted against the offeror's time limit.
- (h) **Recording of the Presentation** - Presentations will not be recorded.

9. **TECHNICAL DATA CONFIDENTIALITY**

The proposal submitted in response to this Request for Proposal may contain technical data that the offeror or his subcontractor(s) does not want used or disclosed for any purpose other than for evaluation of the proposal. The use and disclosure of any such technical data may be restricted, provided that the offeror marks the cover sheet of the proposal with the following legend:

“Technical data contained in pages _____ of this proposal shall not be used or disclosed, except for evaluation purposes.”

If a contract is awarded as a result of or in connection with the submission of this proposal, the Government will have the right to use or disclose this technical data to the extent provided in the contract. This restriction does not limit the government's right to use or disclose technical data obtained from another source without restrictions. The Government assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore releasable under the Freedom of Information Act (5 USC 552).

10. **PRE-AWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW**

This contract will require a pre-award Equal Opportunity Compliance Review prior to award. The purpose of the review is to ensure that the successful Contractor is in compliance with the provisions of the Equal Opportunity clause in the solicitation.